

NGGDPP ReadMe Guidelines 2013

Note: This ReadMe document is meant to be used as a guide by State's in filling out the NGGDPP Grant Proposal form. All information contained in this document is intended to be used as examples, not actual grant proposal entries.

Important points to consider when preparing and submitting an NGGDPP Grant Proposal Application:

- **READ** Program Announcement carefully and address each point explicitly. There have been some modifications to "Attachment A – Application" format, and what is expected for the grant application. The application review panel cannot make assumptions about or interpret what is or is not included in the application.
- **PRIORITIZE** each proposed Grant Objective 1-4 chosen on a scale from 1 to 4 with "1" being your top priority. Please note if funds are awarded for fewer Grant Objectives than your submittal, portions of the proposal (Introduction and Project Objective) may need to be adjusted slightly to accommodate this change.
- **PROVIDE** detailed information for project personnel including senior staff. **ENSURE** appropriate salary allocation for supervisory input/oversight. **Assigning senior staff to NGGDPP funded tasks (or in-kind salary offsets) for an extended period of time for supervisory or other management purposes without a description and specific justification relating to the senior staff's NGGDPP work may result in disqualification of the Grant proposal.** A table in the application is provided for this information; submission of separate **curriculum vitae** (CVs) or resumes is not needed.
- **PROVIDE** rationale for choosing which data to inventory, create metadata for, create digital infrastructure for, or for which you propose data rescue. You are required to prioritize your proposed Grant Objectives in the appropriate boxes on the application form.
- If there is a possibility the data for which you are requesting funding might logically be available from another source (e.g., state oil and gas commission), **MAKE THE CASE** for why your State geological survey is the only source and why your State is requesting NGGDPP funds to "preserve data and collections" owned by another State entity.
- Funding requests for computer programming and **EQUIPMENT** (such as scanners, computers, and media) are acceptable provided they are necessary for the successful completion of the proposed work as it relates to the NGGDPP objectives. What is not appropriate is NGGDPP funding for software licenses, database software systems, or equipment that would be required for your State's IT infrastructure and operation regardless of your proposed NGGDPP-related work.
- **DOCUMENT** prior work; the panel will not necessarily know anything about your prior work. A table is provided for you to show work completed in prior years and work

proposed in FY2013.

- **HAVE** a Long-Range Data-Preservation Plan in place. If you do not have a Long-Range Data Preservation Plan, please **PROVIDE** a brief explanation of how your State will create its Long-Range Data-Preservation Plan.
- **ALWAYS** contact us if you have questions, we are here to help.
- **START** submitting your application to Grants.gov well in advance of the due date; **do not wait until the due date to begin the submission process.**
- **Make sure you see** a “confirmation” screen at the time you submit your proposal. In the next couple of business days after you submit your proposal, you should receive an e-mail of Submission Receipt (with “Track My Application” link) and an e-mail of Submission Validation (or Rejection with Errors). Additional explanation of these steps is in the Program Announcement on pages 6-8.

Terminology: Goal, Objective, and Task

(dictionary.com, www.communicationsonline.com/index.php?option=com_content&view=article&id=52&Itemid=117)

GOAL: Result or achievement toward which effort is directed; aim; end.

Example: Goals are broadly defined and should reflect the long-range vision for the future.

Components in a State's Long-Range Data-Preservation Plan would primarily reflect a State's data preservation view of the future. "Digitally preserve all State paper documents, maps, and notes etc. as a publically accessible information resource that documents past, current, and future Natural Resource related activities in the State."

"To broaden and strengthen our visibility as a data preservation resource, and promote the programs of the State Data Preservation"

OBJECTIVE: Something that one's efforts or actions are intended to attain or accomplish; purpose.

Example: Objectives are much more focused and are time specific. Each objective relates to a goal.

There may be more than one objective to help achieve a goal. Objectives have costs associated with them.

Objectives would begin to show up in budgetary documents. "The State will complete an inventory of all paper documents, maps, and notes that are stored in the Central Library"

in FY13". "The State Geology Department is requesting \$55,000 to complete the inventory". "To develop and implement a long-range data-preservation plan designed to increase awareness of our State Library collections of historic paper documents, maps, reports, and notes."

Tasks: A definite piece of work assigned to, falling to, or expected of a person; duty. Task completion is highly measurable and can often be tied to an individual's job performance standards or project deliverables.

Example: *Each objective requires a series of specific tasks that will be accomplished by one or more people by a specific deadline. The completion of the individual or series of tasks required for a particular objective will be the metric for the accomplishment of the individual objective.*

"The State's Library Collection of State paper documents, maps, and notes will be inventoried and documented using the National Catalog metadata template. The inventory will list the total number of paper documents by type, subject/theme, date/age, and current location. The State will accomplished the inventory with two students for 1040 hours each. The students are experienced in Library services including cataloging and metadata creation. The inventory information will initially be collected using an Excel spreadsheet. Metadata obtained from the spreadsheet will be uploaded to the National Catalog and will also be accessible via the State's Library website. The complete inventory will be finished by September 30 2013."

*"1. Create a State Data Preservation Advisory Board made up of 5 members across each of the State's Business Units by 3/13
2. Formulate the State's Policy concerning Data Preservation and Archive requirements by 7/13.
3. Create a list of recommendations of creating the standards, workflow, and personnel required for an effective Data Preservation Program by 8/13".*

Applications will be evaluated according to the following criteria:

- **Technical merit of the application.** This factor considers the merit and technical viability of the proposed approach and the probability of achieving positive results within the designated period.
- **Relevance.** This factor considers the relevance of the proposed data preservation activities will be evaluated relative to the USGS NGGDP Program goals and the State's long-range data-preservation plan.
- **Competence and recent performance of Principle Investigator (PI) and team members.** This factor considers experience and competence of the PI and coworkers, and the promptness with which the results from previous funding were submitted as described in the application. This factor includes the performance records and capability

to provide necessary facilities and support to ensure satisfactory completion of the proposed work. The recent performance element refers to whether the Final Technical Report reporting requirement from for previous USGS awards have been satisfied.

- **Appropriateness and reasonableness of the budget.** This factor considers whether the proposed budget: 1) describes how Federal funds will be matched 1:1 by state funds, 2) is commensurate with the level of effort needed to accomplish the project objectives, and 3) is reasonable relative to the value of the anticipated results.

Please email obuch@usgs.gov (Ray Obuch, NGGDPP Acting Grants Project Manager) with any suggestions or improvements.